

Local Rule of Bankruptcy Procedure 9004.

**GENERAL REQUIREMENTS
OF FORM.**

(a) Caption of Pleading

The caption of each pleading must identify:

1. the district and division in which the proceeding was filed;
2. the name, address, and last four (4) digits of the taxpayer identification number of the debtor;
3. the bankruptcy case number; and
4. the applicable chapter of the bankruptcy proceeding.

(b) Title of Pleading

The title of a pleading must designate the relief sought in the motion and proposed order. Substantial variance between the title and the relief sought in the pleading may result in dismissal, denial, or sanctions.

(c) Separate Motions Required

A separate motion is required for each form of relief requested, and multiple forms of relief may not be contained in one motion, with the following exceptions:

- (1) Motion for Relief from Automatic Stay, for Adequate Protection, and for Relief from Co-Debtor Stay;
- (2) Motion to Use Cash Collateral and for Adequate Protection;
- (3) Motion to Dismiss or to Convert Case;
- (4) Trustee's Motion to Approve Compromise and Settlement Under Fed. R. Bankr. P. 9019 and Application for Compensation of Special Counsel Pertaining Thereto Based Upon Approved Contingent Fee Contract; and
- (5) Motion for Contempt and/or for Sanctions.

(d) Stay Relief Motions

If filing a motion for relief from stay, refer to LBR 4001.

(e) Omission of Negative Notice Language

If a motion is amended after a hearing has been scheduled, such amended motion shall contain the date, time and location of the scheduled hearing in lieu of any negative notice language otherwise required by these Local Rules.